

Applying for your Certificate of Clearance

(required for credential program applicants – begin the process nine months in advance)

Certificate of Clearance or Emergency Teaching Permit: Candidates must verify their personal and professional fitness for service in public schools through a state and federal review. This clearance is granted through the California Commission on Teacher Credentialing (see below for contact information). Candidates must submit **ONE** of the following prior to acceptance into the Teacher Credential Program:

- 1) Confirmation of Certificate of Clearance issued by the California Commission on Teacher Credentialing, which must be valid throughout the program and at the time you apply for your credential.
 - To apply for your Certificate of Clearance, please stop by EBA 255 or EBA 259 to pick up a dual LiveScan form and directions for applying for the Certificate of Clearance. If you are out of town, you can call or email our office and request that we mail the form to you (see below for contact info).
 - Carefully follow all instructions for obtaining your Certificate of Clearance, as you will not be admitted without this.
 - This clearance is valid for five years from the date of issuance.
 - Proof of the Certificate of Clearance being granted is posted on the CCTC web site at: <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy>. Please print the page that shows the document number and issuance date.

OR

- 2) A copy of an original Emergency 30-day Teaching Permit issued by the California Commission on Teacher Credentialing, which must be **valid throughout the program and at the time you apply for your credential**.
 - This clearance is valid for one year from the date of issuance and must be renewed annually.

California Commission on Teacher Credentialing (CCTC)
Sacramento, CA
(888) 921-2682
<http://www.ctc.ca.gov>

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